SWEETWATER UNION HIGH SCHOOL DISTRICT

Human Resources Department

Classified Application For Posted Position

IT IS THE RESPONSIBILITY OF THE EMPLOYEE/APPLICANT TO ENSURE THIS APPLICATION IS RECEIVED IN PERSONNEL SERVICES PRIOR TO THE POSTING DEADLINE DATE.

NOTE: This form must be completed and forwarded to the Human Resources Department prior to the closing date of the posting. All required certificates, licenses, transcripts and degrees must be on file in the Human Resources Department no later than three (3) working days after the position closes. Any required exams must be passed prior to applying for positions. Failure to meet minimum requirements of the posting and job description will automatically disqualify you from consideration for this position. Qualified applicants selected for an interview will be contacted by the site/department in which the vacancy exists.

Please consider my application for the below listed position. I have read the posting and job description and I understand the requirements.

Please print all information

Position Title _____

Position Location _____ Position # _____

I possess the following certificates (enter date received)

Typing _____
Valid one (1) year from test date

Food Handler Card _____

Food Safety Certification _____

CPR _____

First Aid _____

Other _____

Other _____

I have turned in the following (check all that apply)

AA Degree or Higher → ☐

Verification of passing score on CBEST → ☐

Transcripts showing 48 (+) College Units → ☐

I have taken the following exams (enter date taken)

I/A Proficiency Exam _____

I/A Bilingual Exam _____

Classified Exam (related to position)	Date Taken

Current district employee? Yes ☐ No ☐

If yes, please complete current position / location

Current Position _____

Current Location _____

Name _____

Address _____

City _____ State _____ Zip _____

Social Security # _____ Phone # _____

Signature _____

District Use Only

Received by _____

Date _____

Form No. 8027-04 Rev

Original - Human Resources

Copy - Applicant